How to set up an automatic signature in Outlook 2007

Open Outlook.

Go to Tools>Options from the Menu.

Select the Mail Format Tab

Click the Signature Button.

Click the New button, you’ll be prompted to name it, then create your signature. If you are including clip art, have it saved somewhere so that you can Copy/Paste it in this box.

Click OK.

You should see your signature (by its name) listed in the box in the top right hand corner for outgoing messages. If you want it also to appear for forwarded messages and replies, select it for that, too.